

PR10679950 EAP MANAGEMENT OFFICE WORKSHOP CHECKLIST

No	Requirements	Yes	No	Comments (If you answer No, please provide your proposed service)
1	The hotel preferably shall be located near the Chao Phraya River and within a one-kilometer distance to Icon Siam.			
2	The vendor must be directly engaged in the hotel business and be able to demonstrate prior successful experience with providing hotel and conference services with its own directly-hired employees and resources for multi-day professional conferences of more than 100 attendees.			
3	The ability to provide conference venue that can accommodate up to 100 participants.			
4	The rooms must include projectors and screens in sufficient numbers and size to accommodate adequate viewing by all participants (at least three LCD projectors and screens, (dimension 150"-200" in the main meeting room).			
5	The main room should have a raised stage area that could accommodate a panel of 5-7 members.			
6	There should be a lectern with microphone and two wireless microphones to allow questions from participants.			
7	To accommodate breakout sessions, minimum of three separate rooms should be provided which can accommodate approximately 20 people per room and located on the same floor as the ballroom.			
8	The separate rooms will be fitted with projectors and screens to support the training session.			
9	The main room and breakout rooms should have easels with pads and/or whiteboards with appropriate markers.			

10	Use of these rooms should be available from 08:00 -17:00 hrs each day while the event is in session unless other arrangements are agreed upon by the host.			
11	Sufficient bandwidth or a dedicated internet line should be provided to accommodate presentations and potential streaming of content.			
12	The arrangement would be for round table setup to allow for participation and interaction among participants.			
13	Refreshments for coffee break and/or lunch are not required but can be included in the offer if these services are included in the customary meeting package (vendor should note this on their offer).			
14	Pricing to support a “No-Host Icebreaker” event for all participants on the evening of Sunday, 4 December 2022 (not part of the intended purchase agreement)			

Merchant Name		Date	
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